

CHEAT SHEET: REPORT STAGE

USCCR

Regional Programs Unit



OBJECTIVE:

Submit a Committee work product to the Commission

KEY DECISION:

Determine what advice and recommendations the Committee wants to submit to the Commission

TIMELINE:

4 to 6 months

COMMITTEE MEMBERS

1. Review transcripts and all data gathered
2. Discuss how to compile data and deliver it to Commission
 - a. statement memo report or other
3. Draft and/or review work product outline
4. Draft and/or edit sections of the work product report, memo, or statement
5. Discuss drafts and sections of the work product report, memo, or statement at Committee meetings
 - a. provide feedback and edit as appropriate
6. Vote on final draft of work product report, memo or statement at Committee meeting

DFO

1. Assist Committee in developing work product outline
2. Draft and or edit sections of report under direction of Committee
3. Ensure any legal or other edits are fully incorporated
4. Follow up with panelist to confirm accuracy of testimony noted in work product (if applicable)

SUPPORT SPECIALIST

1. Assist in coordinating distribution of report, memo or statement drafts

DELIVERABLES + ACTIONS STEPS

1. Work product report or memo
2. Statement to the Commission